

**Civilian Personnel Advisory Center**  
**CPAC**  
**Student Career Employment Program**  
**(SCEP)**

- Formally structured program.
- Career related work.
- Written agreement between agency, school, and student.
- Can be non-competitively converted to a term, career, or career-conditional appointment.

# **Civilian Personnel Advisory Center CPAC**

## **Student Temporary Employment Program (STEP)**

- May or may not have to be related to their academic field of study.
- Appointments and extensions in 1 year increments.
- May not be retained beyond graduation.
- Can be converted to SCEP when program requirements are met.

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### Eligibility

- Students must be at least 16 years of age.
- Enrollment letter showing at least half of a full academic semester/quarter (as defined by the school).
- Current transcript - provided at the end of each semester/quarter.

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### Advantages

- Opportunity to replenish an aging workforce (46 average age)
- Cost effective - long term (return on investment)!
- Expertise passed on through OJT.
- Students experience employment with the Federal Government
- Gives Management flexibility.

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### Advantages (cont'd)

- Students can be converted to term, career, or career conditional appointments non-competitively.
- Fresh ideas - creative/innovative minds.
- Latest technology - any changes in the field.
- Mentor - making a difference in a young student's life.

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## **Career Intern Program**

- Department of Army interns are full time, entry level, permanent civilian positions. Hired for entry grade levels (GS-5 and GS-7) for development to mid level management positions (GS-09 or GS-11).
- A signed mobility agreement is a prerequisite for employment in the intern program.

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- North Central Operations Center in Rock Island, Illinois is the total service provider for central recruiting HQDA Interns to include advertising vacancies, rating applications, and issuing referral lists to selecting officials
- The link for applying for job opportunities, application status, frequent asked questions, as well as a link specifically for managers is:

<https://ncweb.ria.army.mil/dainterns/default.htm>